



Job Opportunity

State Controller's Office

Position: Staff Services Analyst/Associate Governmental Program Analyst | Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Sacramento, CA 95814

Issue Date: September 14, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Nicole Carr, (916) 322-8106

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-5393-022
051-220-5157-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of a Staff Services Manager I, the incumbent may perform a variety of complex, analytical functions related to budgeting, management analysis and policy formulation. Duties include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- As the division's budget analyst, the incumbent will prepare the division baseline budget and provide monthly analyses and projections of salary and wages, operating expenses and equipment, reimbursements and fiscal year-end balances. Provide Personnel/Payroll Services Division, (PPSD) management with fiscal data, budget analyses and recommendations as requested to resolve program and policy matters; research and resolve budgetary matters with 21st Century, departmental budget and accounting staff.
- Updates billing spreadsheets with revised rates to ensure invoiced amounts are correct; analyzes input and computer-generated reports from division staff to verify invoice amounts and process invoices for payment. Independently researches and responds to billing inquiries, resolves disputes and coordinates collection of accounts receivables. Extracts data from a wide range of sources (computer-generated reports, division staff, electronic notifications, etc.) to provide statistical information upon request to PPSP management to serve as a basis for division budget projections.
- Prepares, reviews and analyzes personnel transactions and position inventory. Specific tasks may include: reviewing and reconciling PPSP position inventory and departmental human resources office reports; identifying procedure and transaction impacts on division and unit workloads; recommending procedural changes to resolve position inventory issues.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Performs the most complex unit projects, which may include conducting management studies after independently identifying problem causes, researching historical data, and developing and recommending alternatives for management consideration.
- May train less experienced staff and provide feedback to the manager. May provide unit oversight during the manager's absence.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

300 Capitol Mall Drive

Sacramento, CA 95814

Attn: Nicole Carr